

**NC Cooperative Extension/Lee County  
JOB POSTING**

**JOB TITLE: Extension EFNEP Program Assistant (Adult)  
SALARY RANGE \$23,504 - \$33,803  
Hiring Salary \$24,381**

**JOB DESCRIPTION:**

This position is a time-limited, grant funded position. It is expected to last for approximately 1 year with a request to renew funds for a second year.

Adult EFNEP enrolls limited resource individuals and their children who qualify for federal food assistance programs (WIC, SNAP, TANF, Head Start, free or reduced school lunches).

Under the programmatic guidance of the Extension Associate, the Adult EFNEP PA works with clients in small group settings and individually (as needed). While performing this role the Adult EFNEP PA is required to:

\*Travel within county, district, and state using personal vehicle. Personal vehicle required.

\*Recruit limited resource families with young children who meet the federal eligibility guidelines for participation in EFNEP.

\*Instruct eligible families in nutrition education using approved curricula and teaching methods.

\*Facilitate the collection of required data and submit reports to Extension Associate and County Extension Director as appropriate.

\*Maintain confidentiality of program information.

**MINIMUM TRAINING AND EXPERIENCE:**

The minimum requirement for employment with the North Carolina Cooperative Extension Service (NCCES) is a high-school diploma or equivalent.

Bilingual – fluent in English and Spanish – written and verbal –required.

Experience working with limited resource audiences and nutrition education experience preferred.

Valid driver's license and reliable personal transportation required and must be maintained. In order to operate a state vehicle, a valid driver's license is required and must be maintained

**APPLICATION PROCESS:**

Apply online at <https://jobs.ncsu.edu/postings/77027>

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.